Role of the CPTP Coordinator – What is changing / What is not?

1. Participates in the development of the agency's plan for using the CPTP and fully understands how the CPTP fits into the agency's overall training strategy. **NO CHANGE**

2. Understands the CPTP curriculum and the agency's training plan in order to counsel employees on classes appropriate for their current positions. – **NO CHANGE**

3. Reviews training needs of the agency. **CHANGE** - Will continue to communicate to CPTP Administration staff upcoming needs for specific and/or new training courses. Encourage agency staff to prebook ILT classes that they require, but can't find available seats to book. Prebookings will be used by CPTP Administration to forecast ILT classes that need to be added to the schedule. Also, the Learner will receive an email when new classes of that type are added to the CPTP catalog.

4. Publicizes the training courses offered by CPTP in their agency. **CHANGE** - Coordinators will continue to publicize the availability and variety of training offered through DSCS/CPTP; however, they will now direct employees to the LSO CPTP catalog for course information. For those employees who do not have access to a computer or to the internet, they will need to make the class schedule information available to them in another manner.

5. Assists in the development of internal procedures for making special training requests, initiates contact with the CPTP concerning these requests, participates in discussions concerning the content of special classes, and makes arrangements for presentations of these classes. – **NO CHANGE**

6. Participates in the development of internal procedures for approving applications for classes and signs applications to indicate that internal procedures have been followed. **CHANGE** - Agencies that don't participate in self-enrollment, will still need internal procedures for the approval of registrations for CPTP instructor-led training; however, those registrations will no longer be sent to CPTP. The coordinator's role will be to use the LSO system to actually enroll their employees in classes. For web-based training offered by the Dept. of Civil Service, agency employees will be able to register and launch those courses themselves. Registration for CPTP's MindLeaders courses will remain the same.

7. Keeps track of CPTP training records for the agency. **CHANGE** – All CPTP course completion records are available in LaGov. Employees, training coordinators and supervisors (LaGov agencies only) will be able to display these records. Employees can print their own transcripts to see what they've taken, as well as any mandatory training programs they have completed. Course Program reports will report a Learner's progress, also making the training coordinator aware of what they are lacking.

8. Can view all employee records in Pathlore for their personnel areas. Can make updates to their person-records in certain fields such as phone and fax numbers, email addresses, and “free text” fields to further break down specific groups of employees. **CHANGE** – Coordinators will still have access to employees’ records to add email addresses and work phone numbers; Pathlore’s “free text” fields where coordinators entered team, section, gang, or any other information for further grouping of employees will be replaced with Organizational Unit descriptions. Additionally, LSO includes Supervisor relationships thus allowing Supervisors to directly access training data for their subordinates.

9. Currently, coordinators receive an email copy of confirmation letters; employees receive an email confirmation and a printed letter confirming registration in CPTP classes. **CHANGE** – In LSO, employees and supervisors will receive email confirmation. For employees who do not have email accounts, coordinators will need to notify them of class details for confirmed bookings.

10. Currently, coordinators have to go to a different report system (Business Objects) to run mandatory training reports for their employees, to verify if someone has completed the requirements of their supervisory group. Neither Pathlore nor Business Objects was able to track the due dates for employees of when they needed to have their mandatory training completed. **CHANGE** – In LSO, this information will be readily available to coordinators as well as the employee. Both will know if mandatory training has been completed or when it is due.